

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>OOC06910934</u>	DATE POSTED: <u>10/26/15</u>
POSITION NO: <u>247379</u>	CLOSING DATE: <u>11/06/15</u>
POSITION TITLE: <u>Loan Processor</u>	
DEPARTMENT NAME / WORKSITE: <u>Office of the Controller / Credit Services Department / Window Rock, AZ</u>	
WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB58A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>24,128.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>11.60</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Provides administrative support to the Loan Officers; maintains a tracking system for all loan applications; monitors the administrative review process for loan approvals; schedules appointments with customers to close approved loans in accordance with the Home and Personal Loan Program Operating Policies and Guidelines; prepares pertinent loan closing documents; computes amortization schedules; processes loan checks and discloses contents of each document, i.e., promissory note, disclosure statement, amortization schedule, payroll deduction form, etc.; obtains borrower's signature and provides copies of documents to borrower(s); compiles and distributes signed payroll deduction forms to respective employers to establish payroll deductions; maintains original loan closing documents in department's secured filing system and in customer's loan files; prepares monthly reports on loan activities and other job performances.

Prepares loan activity report and electronically releases updated report to the Credit Reporting Agency on borrowers (loan activity includes delinquencies, bankruptcies, charge-offs, write-offs, repossessions, settlements, etc.); processes and perfects liens for manufactured homes and vehicles with respective motor vehicle divisions; verifies registration and insurance coverage on pledged collateral; processes leasehold or realty mortgages with BIA Realty or county offices; conducts title searches; orders appraisal reports and releases collateral when appropriate.

Promotes and maintains good customer relations; provides support to other departmental areas as assigned by the Credit Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years experience in processing loans in a financial institution and in the maintenance of financial records.

Preferred Qualifications:

- Associates degree in Business Administration, Accounting or Finance.
- Proficient in Microsoft Office software or other computer applications.
- Progressively responsible work experience in processing consumer credit loans.

Special Requirements:

- Possess a valid driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of principles and practices of accounting or auditing.
Knowledge and understanding of business systems of financial organizations.
Knowledge in consumer lending, credit reporting, real estate, and related policies and procedures.
Knowledge of modern office methods, practices, equipment, and personal computers.
Knowledge of personal computers, software, and applications.
Skill in computing payments and costs involved in loan transactions.
Skill in establishing and maintaining effective working relationships with others.
Skill in communication both oral and written.
Ability to make presentations.
Ability to deal and communicate with individuals and groups within and outside the Nation.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.